

E-Mail Memorandum

To: Clerks of the Circuit Court
From: Bruce W. Haynes
Re: Clerks & Deputy Clerks CDP's and Staffing Standards
Date: August 26, 2005

I am very pleased to report to you that the Compensation Board has approved:

- The Clerks' Career Development Program
(<http://www.scb.virginia.gov/docs/321cdp.pdf>)
- The Deputy Clerks' Career Development Program
(<http://www.scb.virginia.gov/docs/d321cdp.pdf>)
- Revised Clerks' Staffing Standards
(<http://www.scb.state.va.us/docs/fy06staffstd321.pdf>)

In addition to approving the Career Development Programs (CDP's) and staffing standards, the Compensation Board directed staff to seek funding for the CDP's and staffing standards in the upcoming budget process.

I sincerely appreciate the assistance and hard work of the Clerks who served on the CDP Committee and the Staffing Standards Committee.

I look forward to working with each of you as we seek the necessary funding to implement these programs and standards.